




**Minutes of the Meeting of the  
Human Resources Committee of Westgate-On Sea  
Town Council on 30<sup>th</sup> July 2019 at 6.30pm  
Held at 78 St Mildreds Road, Westgate-On-Sea, Kent  
CT8 8RF**

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Present	Cllr Cornford (Chairperson); Cllr Donaldson Cllr O'Connor; Cllr Pennington	
Also, in attendance	Mrs Gill Gray (Town Clerk) 1 Member of the public	
1 882	<b>To receive apologies for absence</b> There were none.	
1 883	<b>Declarations of Interest</b> There were none	
1 884	<b>Minutes</b> It was proposed by Cllr O'Connor and seconded by Cllr Pennington that the minutes of the meeting held on 28 <sup>th</sup> May 2019 were agreed as a true and accurate record.	
1 885	<b>NALC Conference</b> Cllr Donaldson expressed an interest in attending the conference to represent the Town Council and it was <b>RESOLVED</b> that the Town Clerk should book a place for Cllr Donaldson before 31 <sup>st</sup> July to ensure 20% discount was secured.	
1 886	<b>Office Opening Hours</b> <b>RESOLVED:</b> that the current opening hours are continued four days a week from 10am until 12.30pm with an opportunity for residents to make an appointment outside these hours.	
1 887	<b>Engagement of Councillors</b> There was a debate on proposals to encourage opportunities for Councillors to engage and enhance knowledge; the suggestions included the set-up of a Business Forum in the Town to include homeworkers, ensure all new Councillors are encouraged to attend the Dynamic Councillor course facilitated by KALC and engage with peers on other Town and Parish Councils to share best practice.	
1 888	Committee Members were requested to pass a resolution to exclude Press and Public from the remainder of the meeting pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public were excluded from the meeting during consideration of the next items in	

	respect of matters relating to the employment of staff. It was <b>RESOLVED</b> that the public were asked to leave the meeting during consideration of the following items.	
1889	<b>Statement of Particulars for Town Clerk/RFO</b> The Town Clerk provided copies of the statement of particulars for the role of Town Clerk/RFO and draft alterations to encompass the additional duties that the role has developed and are being undertaken on a regular basis; Members were invited to review these. <b>It was RESOLVED: that following debate the additions and alterations were agreed and received.</b>	
1890	<b>Staffing Matters</b> The Town Clerk reported on issues affecting staff including appraisals and performance.	
	Next meeting: 24 <sup>th</sup> September 2019	
	Meeting closed at 7.35pm	

Signed..........

Date.....29-Oct-19.....